

# California Regional Fire Academy

## Basic Firefighter I Academy



**Academy Start Dates:**  
Academy 26 ~ January 5, 2015

**Application Deadline: Friday, October 3, 2014 at 5:00 p.m.**

Office hours for application delivery:  
9320 Tech Center Drive. Sacramento 95826  
Monday-Friday  
8:00am–5:00pm



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9320 Tech Center Drive ♦ Sacramento, CA 95826  
Phone (916) 475-1660 ♦ Fax (916) 475-1662  
[www.fireandrescuetraining.ca.gov](http://www.fireandrescuetraining.ca.gov)

The California Regional Fire Academy is operated by the California Fire & Rescue Training Authority, a Joint Powers Authority comprised of the California Governor's Office of Emergency Services: Fire and Rescue Branch, Sacramento Fire Department and Sacramento Metropolitan Fire District.

## APPLICATION GUIDELINES

### *Information for Your Reference*

Dear Fire Academy Applicant:

Thank you for your interest in the California Regional Fire Academy. This program will help you in preparation for a career in the Fire Service. The California Regional Fire Academy is an American River College course that is accredited by the California State Fire Marshal.

Please read the information provided to you in the following pages and follow the instructions carefully when filling out your application. ***Incomplete application packages, or failure to comply with these procedures, may preclude your acceptance into the Academy.*** The CRFA Instructor Cadre would like to thank you again for your interest and look forward to your participation within the program.

### COURSE INFORMATION

California Regional Fire Academy will be accepting applications for:

#### ♦ **Academy 26 ~ (ARC S15)**

20-week course; start date will be Monday, January 5, 2015 at 7 am. This course meets Monday, Tuesday, Wednesday and Thursday from 7am to 5pm. There may also be an occasional weekend session. Enrollment is limited to 50. On one or two occasions, this Academy will meet Monday-Friday for a 40-hour specialized training course. Specific dates will be determined at the start of the Academy

### COURSE DESCRIPTION

This 640-hour course provides manipulative and technical training in basic concepts of fire department organization, ropes, knots and hitches, hose and hose handling, ladder evolutions, wildland fires, fire investigation, fire prevention, salvage operations, fire department apparatus, tools and equipment, breathing apparatus, extinguishers, personal protective equipment, communications, swift water rescue, hazardous materials and physical fitness training. The Fire Academy will also teach the recruit how to prepare for a career in the fire service through resume building workshops and mock oral interview panels.

### MINIMUM REQUIREMENTS

- Minimum Age of 18 Years
- High School Graduate (or equivalent)
- Valid Driver's License (or ID)
- Pass an Written Exam, and Physical Agility Test
- Posses: AHA BLS CPR for the Healthcare Provider Certification & a Public Safety First Aid Certification by Academy start date

### PHYSICAL TRAINING

Physical Training is an important component of the Academy. All candidates must be in good physical condition before entering the Academy. Candidates will be required to complete a personal history report and statement indicating freedom from physical disabilities which could restrict physical training. Those applicants who are unable to perform typical firefighting tasks will not be accepted into the Academy.

### CONDUCT

The Academy is conducted in a paramilitary format. Candidates are expected to adhere to strict rules of conduct. Appearance and grooming standards are enforced. All questions regarding Academy operations and expectations will be answered during the official orientation after acceptance into the Academy.

### ACCEPTANCE

All applicants will be notified in writing *within two weeks after the application deadline* regarding their standing in the Academy. Successful candidates will be given instructions regarding the Testing Phase of the application process.

### **BACKGROUND CHECK & DRUG SCREEN**

Successful candidates will be required to complete a background check and drug screen utilizing [crfabackground.com](http://crfabackground.com). Candidates will receive background check and drug screen information upon notification of acceptance into the Academy. The background check and drug screen are completed at the Candidate's expense, paid directly to [crfabackground.com](http://crfabackground.com).

### **MEDICAL EXAMINATION**

Successful candidates will be required to participate in and pass a medical examination. Candidates will schedule an examination upon notification of acceptance into the Academy. The medical examination is completed at the Candidate's expense. Candidates can utilize either their Medical Provider or contact Mercy Medical Group: Occupational Health to make an appointment. The Mercy Medical Group Treatment Form and pricing list will be provided upon notification of acceptance into the Academy.

### **APPLICATION INSTRUCTIONS**

Please type or use ink only. Fill out the attached application completely and return it to the Business Office. Please indicate which academy program you are applying for. It is the applicant's responsibility to ensure that all pertaining documents arrive with your application packet. Your placement in the Academy will be determined upon review of your application and supporting documents. All supporting documents must be in your application package for you to be considered for the academy.

**Note:** EMT Certification is not required to be considered for entry into the Academy at this time; however, it is highly recommended.

## **WHAT TO EXPECT**

Below is a brief order of the application process:

### **Application Deadline: Friday, October 3, 2014 at 5:00 p.m.**

The application deadline for the Spring 2015 Academy (Academy 26) is Friday, October 3, 2014 at 5:00 p.m. Applications received after that date will be considered for the Fall 2015 Academy program.

### **Selection Process**

Academy Staff review all submitted applications.

### **Notifications**

Notifications are sent to all applicants regarding their standing in the Academy

### **Testing Phase: Saturday, November 8, 2014. (Attendance is Mandatory).**

The Testing Phase is scheduled for Saturday, November 8, 2014.

Successful candidates will be invited to participate in the following areas:

- a. Physical Agility Test
- b. Written Exam
- c. Informal Interview

### **Acceptance Phase**

Letters will be sent to all applicants regarding their standing in the Academy. Candidates who successfully complete the Testing Phase will be given direction to complete the following items:

- a. Registration and payment
- b. Background Check & Drug Screen
- c. Medical Examination
- d. Emergency Contact
- e. Ordering of Class B Uniforms
- f. Los Rios Community College District Application
- g. Los Rios BOGW (Board of Governor's Fee Waiver), if applicable

### **Acceptance Orientation: Thursday, December 4, 2014 at 5:00 p.m.**

Candidates will attend an Acceptance Orientation scheduled for Thursday, December 4, 2014 at 5:00 p.m. (Attendance is Mandatory)

- a. Fittings for Safety Gear including SCBA Mask & Turnouts
- b. Submit completed paperwork
- c. Order & pay for Start-Up Materials
- d. Order & pay for Physical Training (PT) Uniforms
- e. Pay Academy Course Fees (see "Estimated Costs" sheet)

### **Academy Orientation: Tuesday, December 30, 2014 at 5:00 p.m.**

Candidates will attend Orientation Night scheduled for Tuesday, December 30, 2014 at 5:00 p.m. (Attendance is Mandatory)

- a. Academy Orientation
- b. Meet Academy Staff and Drill Instructors
- c. Issued Start-Up Materials, PT Uniforms
- d. Campus Tour

### **Academy Begins**

Academy 26 will begin on **Monday, January 5, 2015** at 0700 hours.

- a. Candidates must provide an active Student ID Number. American River College Fire Academy enrollment will be completed by Academy staff for all accepted students.

***\*All candidates will pay fees by the required dates or will be dismissed\****  
***\*\*Final Fee information will be provided to candidates upon acceptance\*\****

**A COMPLETE APPLICATION SHOULD INCLUDE:**

- ☐ Firefighter 1 Academy Application (Attached)
- ☐ “Tell Me About You” (Form Attached)
- ☐ Copy of Valid Driver’s License (or ID)
- ☐ Copy of College Transcripts (official transcripts not required)
- ☐ Any Letters of Recommendation
- ☐ Copy of any relating certifications and/or CPR/First Aid, EMT, or Paramedic cards
- ☐ Verification of related work experience on department letterhead
- ☐ Certificate of Release or Discharge from Active Duty (DD214)(for those with Military experience)

**Application Deadline: Friday, October 3, 2014 at 5:00 p.m.**

All applications received after this date will be considered for the Fall 2015 Academy.

Mail Application Packet or Deliver Application Packet To:

Academy Director  
California Fire & Rescue Training Authority  
9320 Tech Center Drive  
Sacramento, CA 95826

Office hours for hand-delivery:  
Monday-Friday  
8:00am-5:00pm  
Closed Saturday & Sunday

**Instructions:** Please print in ink or type. Answer all questions accurately and completely. All statements in your application are subject to verification; incorrect or incomplete statements may bar or remove you from enrollment. Resumes will not be accepted in place of a completed application.

## 1. Personal Data

Name (Last, First Middle)	Area Code (    )	Home Telephone Number
Mailing Address (Number & Street)	Area Code (    )	Cellular Phone
City, State, Zip	Area Code (    )	Work Phone
Date of Birth	Email Address	

## 2. Education

High School Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	Location of High School
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Schools Attended other than High Schools	Location	Course of Study	Units Earned	Degree or Certificate	Points	Total Points

Please describe additional course work or training (including military), which may assist you in the Fire Service.

Please list special certificates or other competencies which may assist you in the Fire Service.

### Licensing Information

EMT 1 Certification: Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Driver's License: Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### 3. Physical Conditions or Limitations

Do you have any physical limitations that would prevent you from performing tasks involved in the Firefighter I Academy? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, please explain:

### 4. Conviction Record

Have you ever been convicted of a criminal offense, which resulted in you being imprisoned or placed on probation? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, please explain:

### 5. Work Experience

You should respond completely to the information in this section. LIST YOUR MOST RECENT EMPLOYMENT **FIRST**. Describe different positions held with the same employer in different blocks. List all experience, paid and voluntary. Additional sheets should be attached to this application when necessary to fully describe related experience, training, education. DO NOT ENTER "SEE RESUME".

From: _____ To: _____ Month/Year    Month/Year	Title of Position:
Name & Address of Employer:	Duties/Responsibilities:
Name & Title of Your Supervisor:	
Reason for Leaving:	Number Supervised:
From: _____ To: _____ Month/Year    Month/Year	Title of Position:
Name & Address of Employer:	Duties/Responsibilities:
Name & Title of Your Supervisor:	
Reason for Leaving:	Number Supervised:
From: _____ To: _____ Month/Year    Month/Year	Title of Position:
Name & Address of Employer:	Duties/Responsibilities:
Name & Title of Your Supervisor:	
Reason for Leaving:	Number Supervised:

**Firefighter I Academy Application****California Regional Fire Academy**

From: _____ To: _____ Month/Year Month/Year	Title of Position:
Name & Address of Employer:	Duties/Responsibilities:
Name & Title of Your Supervisor:	
Reason for Leaving:	Number Supervised:
From: _____ To: _____ Month/Year Month/Year	Title of Position:
Name & Address of Employer:	Duties/Responsibilities:
Name & Title of Your Supervisor:	
Reason for Leaving:	Number Supervised:
From: _____ To: _____ Month/Year Month/Year	Title of Position:
Name & Address of Employer:	Duties/Responsibilities:
Name & Title of Your Supervisor:	
Reason for Leaving:	Number Supervised:

**6. Certification of Applicant**

I Certify that the foregoing information and answers are true, complete, and correct. I understand that any misrepresentation or omission of facts is cause for rejection of application and removal from the eligibility list for enrollment in the California Regional Fire Academy Basic Firefighter I Academy. I hereby authorize the California Regional Fire Academy Director to investigate all statements contained in this application.	
Signature: _____	Date: _____

**Reminder: Attach ALL necessary documentation to verify education and certifications. You MUST include a copy of a valid California Driver's License (or ID).**



Name: \_\_\_\_\_ Date: \_\_\_\_\_

### TELL ME ABOUT YOU

**The following questions will be reviewed by the CRFA Instructor Cadre. Please answer all questions candidly.**

1. Why should you be selected for the Basic Firefighter I Academy?

2. Cite examples of working under pressure or deadlines.

3. Describe your personality.

4. What are your outstanding strengths?

5. What are your greatest weaknesses?

6. What are your three biggest accomplishments thus far?

7. What final impression would you like to leave on the program?

